



Minutes of the meeting of the Joint Local Board held on 14th March 2016 at Christian Malford Primary School

| Present | Apologies |
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| <p>Claire Kennedy (CK): DBAT-appointed and Chair Jill Rowe (JR): Ex-officio (as Executive Principal) Shirley Palmer(SK): Foundation member Margaret Palmer (MP): Foundation member Andrea Kaye (AK) Staff member (Christian Malford) Debbie Luter (DL): Staff member (Somersfords) Rev Evelyn Bone (EB): Ex-officio (Draycot Benefice) Paula Jenkins (PJ): Community member (Christian Malford) Julia Harle (JH): Community member (Seagry) Rich Jefferson (RJ): Community member (Somersfords) Nick Jarman (NJ): Parent member (Christian Malford) Samantha Forrest (Clerk)</p> | <p>Emily Edmondson (EE): Staff member (Seagry) Heather Lee (HL): Ex-officio (Woodbridge Benefice) Patrick Neville (PN): Parent member (Somersfords) Lynne Swainston: (LS) School Effectiveness Advisor</p> |

Minutes taken by Samantha Forrest

| Item no. | Notes/actions | Who by |
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| 1. | <p>Opening prayer EB conducted the opening prayer.</p> | |
| 2. | <p>Welcome and apologies The Chair welcomed members to the meeting and put forward the apologies (as above). These were sanctioned by the JLB.</p> | |
| 3. | <p>To elect three co-opted members to the committees CK outlined the proposal to co-opt two members (Lisa Shibley and Sarah King) on to the C&S Committee and one (Camilla Glass) on to the Resources Committee. This was on the basis of the knowledge and expertise that they would bring to those committees. The DBAT procedure for co-opting them had been followed and all the necessary paperwork completed. Lisa Shibley was proposed by SP and seconded by PJ; Sarah King was proposed by JR and seconded by RJ; Camilla Glass was proposed by DL and seconded by NG. The three members were duly elected as co-opted members to those committees and a term of one year agreed. They would not have voting rights or count towards the quorum at meetings but would otherwise contribute as regular committee members.</p> | |
| 4. | <p>To approve Register of Interests All members of the new Joint Local Board had returned a written declaration of interests, from which the Clerk had produced the Register of Interests. This was approved as a true record by the JLB and signed by the Chair. It would be posted on the school websites.</p> | Clerk |
| 5 | <p>Minutes of JLB meeting on 25th January The minutes of the previous JLB meeting were approved as a true and accurate record and signed by the Chair.</p> | |

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| <p>6.</p> | <p>Matters arising</p> <p>A paper had been circulated giving an update on matters arising from the minutes of the previous meeting and not covered later in the agenda. Further verbal updates were provided:</p> <p>6(1) Wrap-around child care – sufficient interest had been expressed to warrant looking at potential suppliers but this option was expensive for small schools/cohorts. The more cost-effective solution could be to provide a playleader before and after school; this was currently being costed. A further small survey would be conducted to determine the level of commitment and how much parents would be prepared to pay.</p> <p>6(2) School websites – DL said that these were now being populated, with SPS’ site being at a more advanced stage than that of SWP. She had found working with the company hired to build the sites slow and frustrating, due in part to their lack of availability. They were unable to meet with her to progress the work and iron out problems until 31st March (in the school holidays). PN would be invited to that meeting.</p> <p>13. Broadband – DL reported that Oakford was now prepared to do a one-year deal but only on the basis of single fibre. This would not be fast enough for SPS, which was much further from the exchange than SWP. They would therefore have to commit to a bonded broadband solution. The upgrade would take place in August.</p> | <p>CK</p> <p>DL</p> |
| <p>7.</p> | <p>To agree vision statement and LB objectives for 2016 and note LB action plan</p> <p>CK explained where she had revised the vision statement and objectives in line with members’ comments. The former now included a reference to achieving excellence, while both now emphasised the Christian ethos of the schools, especially developing Christian core values. RJ asked how easy it would be to measure progress against that objective in particular. JH felt that certain steps could be cited to demonstrate progress but she would look at this with EB and AK to agree ways of embedding the core values in the teaching and how success could be shown. Alison Love would be invited to join that meeting. This would also be included in the LB Action Plan. Specifically, EB suggested that a further action be added (as 5f) to centre on how the Christian values related to and were derived from the British values. SP would add this and AK agreed to look at how this could best be promulgated across the three schools. The JLB agreed the vision statement and objectives and noted the action plan on the basis that it remained a working document and would go to each committee meeting to monitor progress on a regular basis.</p> | <p>JH/EB/ AK</p> <p>SP/AK</p> <p>Ctte Chairs</p> |
| <p>8.</p> | <p>Governance of the pre-schools</p> <p>This item is recorded in a separate confidential minute.</p> | |
| <p>9.</p> | <p>Feedback from Member of the Month</p> <p>PN had been member of the month for February and had been into the schools. He had returned a visit form reporting on a formal visit to CM, which had been circulated. The SPS Health and Safety audit was scheduled for 18th March.</p> <p>CK also reported on a meeting that she and JR had been invited to attend at Sutton Benger school. This included a presentation from Oaksey and Sutton Benger on their informal collaboration and another from John Swainston on the workings of the MAT. Oaksey and Sutton Benger had been particularly interested in how the Joint Local Board covering three schools was working.</p> <p>CK had also attended the recent DBAT Regional Hub meeting.</p> | |

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| <p>10</p> | <p>Feedback from SIAMS briefing</p> <p>EB fed back key points from the recent SIAMS briefing that she had attended. The bar had been raised, making it more difficult to retain the ‘good’ rating that the three schools currently held (SWP being ‘good with an outstanding Christian character’). EB said it was important for JLB members to be well versed in the core Christian values and that they should, when conducting school visits in their link member capacity, look at how any or all of the values are brought out in the teaching. This, in turn, should be reflected in the visit reports. SP agreed to add the values to the first page of the visit report template. The briefing session had also covered the difference between worship and assembly and between facts and faith (the latter being measured largely by questioning pupils). Finally, she recommended a booklet: <i>Distinctly Christian Learning</i>, which she lent to AK (and would be passed to the other AHTs) to enable them to ensure that these principles were embedded in the teaching and learning. EB would write up notes of the session, which would be circulated to ensure that the learning was fully shared.</p> | <p>SP</p> <p>EB/ Clerk</p> |
| <p>11.</p> | <p>Reports from committees</p> <p>The minutes of all three committee meetings had been circulated. To add to the C&S minutes, SP made the following points:</p> <ul style="list-style-type: none"> • she had finally been able to book on to a Safeguarding briefing but was still unable to access Wiltshire Pathways online • she was currently looking in more detail at the PREVENT agenda including risk assessment. A statement on PREVENT would be added to the Child Protection Policy • that the committee had discussed the recent SIP visit at which judgement about the standard of teaching and learning had been deferred on the basis of the writing of two pupils compared with ARE and the consistency of capitalisation and punctuation corrections throughout the work observed. The committee felt strongly that a judgement should still be made, but with any such exceptions highlighted. This had been referred to in the C&S minutes, the HT report and RJ’s visit report but EB asked, as link governor for literacy, to be copied in to any further correspondence about the issue. | <p>SP</p> <p>SP/JR</p> |
| <p>12.</p> | <p>Update on pupil performance data</p> <p>SP explained that, due to the changes post ‘levels’, it had not been possible to produce meaningful T3 data for the JLB this time. However, she had the data to scrutinise and analyse and good deal of working was taking place in the schools to devise a new reporting format and give guidance to staff. AK added that DBAT proposed to impose a different SIMS format for tracking the data, which would jeopardise much of the hard work already done to put in place a robust system. A pre-meeting was due in April, after which a decision would be made. More widely, changes to ARE for Y6 and to the SATs papers would make it more difficult to stretch more able pupils whilst potentially denting the confidence of the less able ones. CK asked whether sufficient data was available during the transition period to track individuals’ progress. AK confirmed that this was the case and that, not only were all children making progress but patterns could be identified and interventions were being made where appropriate.</p> | |
| <p>13.</p> | <p>Report on Pupil Premium</p> <p>As link member, SP gave a verbal report (the spend on pupil premium was given in the Executive Principal’s report). SP was looking at the impact of the spend and had met with Liz Hickling and discussed the provision map. She was due to meet with the SENCOs again after Easter to discuss provision in more detail, including cost vs time and how the impact of the expenditure was assessed.</p> | |

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| <p>14</p> | <p>Executive Principal's report</p> <p>The Executive Principal presented a written report in a way that allowed members to compare and contrast aspects across the three schools while still reporting on them individually. SP commended the Principal for this format. JR supplemented the written report with a verbal update on Able and Talented. RJ asked how many pupils were generally registered as A&T. JR replied that this varied due to the small cohorts but was in the region of five per cent at CM and SWP and around ten per cent at SPS. The JLB asked that this be included as a heading in future reports.</p> <p>EB asked for more detail on current staffing cover and how the situation was being resolved going forward. JR explained that being able to flex the staffing resource across the three schools meant made it easier to plug short-term gaps. This also meant that the new teacher could be sought to start in September, when there were likely to be more high calibre candidates than would be available mid-year. The advert would be placed after Easter.</p> <p>SP added that the recent selection process for TA posts had shown a good calibre of applicants.</p> | <p>JR</p> |
| <p>15.</p> | <p>School Development Plans and Self Evaluation Forms</p> <p>These documents for each school were stored in, and shared via, Dropbox. Members were encouraged to access them regularly and to annotate (in blue) the Monitoring and Evaluation column of the SDPs, for example following school visits. JR had recently updated the Teaching and Learning section of the SDPs following the SIP visit. The Clerk would check whether all had now been given editing rights.</p> | <p>Clerk</p> |
| <p>16.</p> | <p>Finance update</p> <p>DL gave a verbal update. The DBAT system had not yet been fully implemented across the three schools and was causing some issues, but SPS was fully up to date in PFS. A workaround was currently in place at CM. The General Annual Grant Statement had been received setting out the schools' income for next year. This was available to JLB members on request. Work would soon begin on next year's budgets which were expected to be balanced. However, DL highlighted some concern for the following year's SPS budget; with income being based on the previous year's NOR, the significant number of Y6 pupils due to leave in that period would impact on the budget. This led to a discussion about how the JLB could take a more pro-active role in helping to raise the profile of SPS. Work was already in hand to distribute promotional leaflets and develop the new website (paid for by a donation from a parent) and the school was looking into producing a DVD. A piece was also due to appear in the Educational Supplement of local newspapers. A number of further suggestions were made, including holding an open day each term (instead of annually), and linking the website to Twitter, to help spread positive messages quickly. JH said it was important to emphasise the benefits of the small family atmosphere at SPS and to target literature at more community-based services such as doctors' surgeries. MP added that the schools' articles in <i>Signpost</i> were well received in the community, which DL undertook to feed back to staff.</p> <p>Finally, DL mentioned a potential disparity in the wage levels of certain staff as a result of DBAT's decision to pursue a minimum level above the National Living Wage. CK agreed to raise the issue at a senior level.</p> | <p>All</p> <p>DL</p> <p>CK</p> |

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| 17. | <p>To approve Equality Objectives 2016-20</p> <p>SP tabled draft objectives, based on the dovetailing of the previous objectives of CM with those of SPS and SWP; in turn, these had been expanded, updated and made SMART wherever possible. They would be in place for four years from April, reported on annually and reflected in the Closing the Gap analyses. It was acknowledged that it could be hard to measure certain aspects due to the small cohorts and that attitudes were as important as actions. The Equality Objectives were approved in principle but members would return any comments or suggestions to SP, after which the document would be finalised.</p> | All |
| 18. | <p>To approve local and curriculum policies</p> <p>The Premises management, Computing, Child protection and LB Visits policies had been brought together across the three schools, reviewed and approved by the relevant committee. The Lettings policy had been updated a little since the committee meeting in line with recent guidance and was recommended for approval. All policies were approved by the JLB. (Note: as stated previously, s sentence would be added to the Child protection policy to incorporate action on PREVENT.)</p> | SP |
| 19. | <p>Clerk's update</p> <p>The Clerk gave a verbal update which included:</p> <ul style="list-style-type: none"> • the intention to expand the use of cloud storage to share agenda papers and other JLB documents. SF would investigate a number of options and decide on the best one, ensuring compliance with data protection legislation • the preparation of the next LB Update, which was due out the following week. She requested contributions by the end of the current week • notification that she would shortly issue this year's skills audit. | |
| 20. | <p>Closing prayer</p> <p>MP conducted a prayer to bring the meeting to a close.</p> | |

(Blue text denotes particular questioning or challenging of the SLT and the replies given.)

The Chair closed the meeting at 9.10pm.

Signed.....

Date.....